

# BOARD OF EXAMINERS OF NURSING HOME ADMINISTRATORS

Regular Board Minutes of October 14, 1999

ROLL CALL: Nancy Spencer  
Dwight Wuenschel  
Cathy Hart  
Ann Swenson

ALSO PRESENT: Thomas Limbaugh, Bureau Chief  
Budd Hetrick, Deputy Bureau Chief  
Roger Hales, Administrative Attorney  
Scott Spear, IHCA  
Marilyn London, Secretary

Chairman Nancy Spencer called the meeting to order at 9:05 a.m.

## **MINUTES**

Cathy Hart moved to approve the April 8, 1999 board meeting minutes and August 4, 1999 conference call minutes. Ann Swenson seconded the motion, motion carried.

## **NEW BUREAU CHIEF**

Budd Hetrick, Deputy Bureau Chief introduced Thomas Limbaugh newly appointed Bureau Chief.

## **NEW BOARD MEMBER**

The board welcomed Ann Swenson to her first meeting.

## **PRECEPTORS & ADMINISTRATOR-IN-TRAINING**

Discussion was held regarding the requirements for a preceptor and the 32-hour training requirement. Rule 400.05 specifically addresses only the requirements for initial preceptor certification, and rule 400.04 addresses the requirements for preceptor contact when the administrator in training's preceptor is not the facility administrator. The board agreed that every preceptor should be actively involved in a facility, in order to effectively provide the minimum 32 hours of training required by rule. The board has interpreted the rule to mean that the preceptor must physically meet with the administrator-in-training for not less than 32 hours a month. The administrator-in-training and the preceptor are required to be in the same facility at the same time for no less than 32 hours per month in a training or observational situation. The board will write a letter stressing the responsibilities of a preceptor and the letter will be added to the application package.

## **FINANCE REPORT**

Thomas Limbaugh, Bureau Chief presented the finance report to the board, which indicates a balance of \$18,343.50.

## **RENEWAL NOTICE**

Budd Hetrick, Deputy Bureau Chief presented the renewal notice to the board for review. The Board approved the renewal form, which will include a form for licensees to list their continuing education courses and an affidavit that must be signed and returned with the renewal fee. The Board directed the Bureau to conduct a random continuing education audit of ten percent of licensees. Only those licensees being audited will be required to submit CE documentation.

## **SPECIALIZED COURSE**

The board received notice that the Buttaro's will no longer be offering the specialized course. This leaves only one approved course left by Chapel Hill. The board will be looking for other sources.

## **OPEN BOOK EXAM**

The board discussed the State open book exam. Each board member will submit one exam question, from the Nursing Home Administrators laws and rules, to the Bureau. Those questions will be added to the examination.

## **CONTINUING EDUCATION**

Donetta Foss presented the board a letter from a licensee requesting approval for a computer course counting for continuing education credit. The Board indicated that this would not meet the continuing education requirement as being specific to nursing home administrators.

## **APPLICATIONS REVIEWED**

The Board reviewed the applications of Rodney Fannesbeck, Tammy McCafferty, and Irene Michael.

## **QUARTERLY REPORTS REVIEWED**

The Board reviewed the quarterly reports of Peggy McMillen, Carla Galleogs, Deborah Ragan, Denise Richards, Todd Russell, Lorri Watson, and Bonnie Price.

The meeting adjourned at 12:00 noon.